

FACT SHEET

DPW

BRENDA HENDERSON (7-3955)

2 December 2002

AFZF-PW-PPD

SUBJECT: Transfer of Unaccompanied Personnel Housing (Barracks) Furniture by Hand Receipt Holders

PURPOSE: To provide information on the responsibilities of the Hand Receipt Holder for signing or transferring barracks furniture from the Furniture Management Office (FMO).

FACTS:

1. When the Hand Receipt Holder is deploying with a unit, a temporary Hand Receipt Holder that is assigned to the rear detachment must be appointed.
2. The outgoing Hand Receipt Holder is responsible for assuring a 100 percent inventory is conducted with the incoming Hand Receipt Holder or Rear Detachment Commander
3. The Hand Receipt Holder will ensure all property is stored and safe guarded while the unit is deployed. No property will be moved off the installation or shipped with the deployment element.
4. Hand Receipt Holders are responsible for initiating all report of surveys, cash collection vouchers, statement of charges and requests for equipment adjustments. Hand Receipt Holders are responsible for notifying FMO when the final actions have been completed.
5. A Hand Receipt Holder of one unit will not allow property to be transferred to another unit unless approved by FMO. When property is loaned for a period of more than 30 days, the property must be laterally transferred. Property loaned to a unit for less than 30 days must be returned to the Hand Receipt Holder at the end of the 30-day period.
6. No property will be accept for turn-in if damaged is other than fair wear and tear (FWT), unless there is a damage statement attached and signed by the Hand Receipt Holder.
7. POCs for FMO are Bill Manning/David Trueblood, 287-2678 and Ray Bruni, 287-7587
FMO is located in Bldg 4223 on South 78th Street.

AUTHENTICATION: COL Randall J. Butler

DATE: